

# **LIBRARY DIRECTOR**

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code - M150

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## **GENERAL DESCRIPTION OF THE DUTIES**

This position is responsible for planning, directing and overseeing the delivery of library services within the City. The Library Director supervises library personnel, through subordinate supervisors, in the performance of their duties. This position is also responsible for communicating with the public in matters of pertaining to library functions and ensuring the adequate maintenance of library facilities.

## **SUPERVISION RECEIVED**

This position works under the general supervision and direction of the City Manager.

## **SUPERVISION EXERCISED**

This position is responsible for 10 - 25 FTE, representing over 100 employees and Library volunteers.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Establishes departmental goals and objectives. Plans and develops collections, library-related programs, services and activities based on analysis of City growth, usage patterns, workload, staffing levels, patron requests and related legislative issues to provide appropriate library services to the community.
2. Represents the City at public forums. Attends various community group, professional, and civic organization meetings to communicate Library policies and programs, and develop goodwill.
3. Prepares, presents and/or arranges for internal and external staff development and training programs.
4. Performs professional librarian duties (e.g., evaluate, select and order new materials) to classify and catalog materials; provides reference services; determines withdrawals from circulation; etc.
5. Evaluates, develops and implements goals, programs, policies and procedures to improve the effectiveness and efficiency of department responsibilities. Develops long-range plans for library services to the community.
6. Prepares and presents initial budget request. Monitors and approves expenditures for compliance to approved budget. Oversees library trust fund. Reviews and approves budget requests and purchase orders within the department. Develops grant requests and solicit funds for special projects.
7. Works with Library boards to develop policies and long-range goals. Attends City Council, Library boards and various other meetings, providing input and receiving direction or other information.

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8. Assigns, supervises and evaluates work of subordinates, including supervisory personnel. Hears grievances and administer disciplinary action. Interviews and effectively recommends hiring and termination actions. Ensures the provision of adequate training within department.
9. Follows all safety rules and procedures established for work areas.

## **OTHER JOB FUNCTIONS**

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Broad knowledge of the principles, practices and philosophy of public library administration, current methods and principles governing the selection, acquisition, cataloging, processing, maintenance and circulation of print and non-print materials, reference and outreach practices; and
- Knowledge of statutes and ordinances governing public library service.

### **Skill**

- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

### **Ability**

- Ability to communicate effectively with the public, members of outside agencies, and employees.

## **EXPERIENCE AND EDUCATION**

Requires completion of an ALA accredited Master's of Library Science program and six years professional experience including a direct working relationship with a Library Board, or any satisfactory combination of experience and training, which demonstrates the knowledge, skills and abilities to perform the essential job duties.

## **PHYSICAL DEMANDS OF POSITION**

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, projectors, and standard office and library equipment. Reasonable accommodation will be provided to otherwise qualified individuals with a disability and known limitations.

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## WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments.

Work schedule may include evening and weekend assignments.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/94

Revised: 05/01